

**Constitution  
of the  
School Community  
Council**



## **1.0 Purpose of the Constitution**

The purpose of this Constitution is threefold:

- Provide consistency and direction as members of the Council change over the years
- To define clearly the roles and responsibilities of the Council and its members, and
- To facilitate the management of difficult or contentious issues by providing a clearly defined decision making process

## **2.0 Purpose of the School Community Council**

### **2.01 Mission Statement**

Together, we, the Brooklin Village SCC, will work together to cooperatively build a school community where...

- There is mutual respect, honesty and cooperation amongst the entire school community and a commitment to help our children love to learn for life
- The environment is safe, secure, and supportive and an inviting place which promotes learning inside and outside the classroom
- There is high quality curriculum/instruction which meets the needs of all students and equips them to become responsible community members.
- There is open, effective and timely communication between school staff, administration, parents/guardians and children

### **2.02 Specific Objective of the School Community Council**

- To follow the Ministry and Board guidelines concerning School Community Councils
- To act as an advisory body to the School Administration
- To facilitate fundraising programs that will augment the school's annual operating budget
- To advise the Board and the Ministry of Education on issues and policies directly affecting Brooklin Village when requested
- To advise on school policy

## **3.0 Code of Ethics**

### **3.01 All School Community Council Members Shall:**

- Work within the guidelines outlined by the DDSB policy and procedure
- Work together in a respectful manner
- Support and apply the democratic process
- Be guided by the principles of honesty, integrity, truth and fairness
- Take into consideration the interests of all students and parents as a whole

- Avoid single-issue focus
- Follow meeting discussions on matters of concern to the school community as set forth on the agenda
- Forward any items for discussion to the Principal and Chair 1 week prior to the meeting date for approval and to be added to the agenda
- Honour the privacy of Council members, board employees, and school community members
- Respect and apply the principles of Confidentiality and Privacy

### 3.02 Things for the School Community Council to Avoid

- Assuming the role of teacher, Principal, other staff members of the school board, each of which has professional and legal responsibilities within the school system
- Overstepping the limits of their assignments or of their expertise
- Focusing on individual teachers, students, staff, parents, Council members, or trustees

### 4.0 Participation

- Participation in the School Community Council (SCC) is open to all parents, guardians, and representatives of students attending Brooklin Village P.S.
- Voting rights in the School Community Council (SCC) is open to all parents, guardians, and representatives of students attending Brooklin Village P.S.

### 5.0 Membership

- Membership Position

Position	Eligibility	Vote
Chairperson	1 Elected/acclaimed member*	Yes**
Vice Chair	1 Elected/acclaimed member*	Yes
Secretary	1 Elected/acclaimed member	Yes
Treasurer	1 Elected/acclaimed member	Yes
Voting Members	As outlined in Section 4.0	Yes
Teacher Representatives	Elected/Acclaimed by teaching staff	Yes
Principal	Non-voting member	No
Vice Principal	Non-voting member	No

\*Not a board employee

\*\*In case of a tie

## • **SCC Executive**

The SCC Executive consists of the Chairperson (or Co-Chairs), Vice Chairperson, Secretary and Treasurer. Only parents/guardians of children in the school at the time of the elections shall be eligible to be nominated in the elections of SCC executive positions. The chairperson must be a voting member for a minimum of one full term, prior to taking the position.

## • **Length of Term**

Each elected or acclaimed member of the Council sits for a term of one year, September to September, once the new Executive is elected

## **Roles and Responsibilities**

### **Chairperson:**

- Calls SCC Meetings and sets SCC meeting agenda in cooperation with the Principal
- Chairs SCC meetings and generally supervises the affairs of the SCC
- Participates in information programs
- Communicates with school administrators and Durham Board personal
- Ensures regular communication with school community
- Meets with other members of the Executive to ensure appropriate function of the SCC
- Ensures members of the Executive are fulfilling their duties
- Approves all SCC communication to the public
- Appoints temporary or standing committees as needed

### **Vice Chairperson:**

- Exercises all functions in the absent of the Chairperson
- Assists the Chairperson as needed

### **Secretary:**

- Keeps accurate notes and minutes of all meetings
- Provides a copy of the previous meetings minutes for distribution at the current meeting
- Maintains a log of all SCC minutes meetings and agendas to be made available to any member of the school community upon request

### **Treasurer:**

- Ensures accurate accounts, receipts, disbursement and bank reconciliations associated with the Council are maintained
- Develops any budget proposals necessary for the operation of the Council
- Collects final data from all fundraising team leaders
- Prepares regular financial statements to be shared at all Council meetings
- Prepares a year-end financial statement

**Voting Members:**

- Participates in Council meetings
- Sit on the committees that may be established by the council
- May be asked to chair other sub committees

**Teacher Representative:**

- Represents the ideas and views of the teaching staff
- Supports the action and decision of the Council
- Communicates information back to fellow teachers

**Principal and Vice-Principal**

- Participates in Council meetings
- Supports and promotes the Council activities
- Report to the Council on matters concerning school curricular and extra-curricular activities, staffing, board directives, and safety procedures
- Consult with the Council on matters related to the purpose of the school councils and on the development and implementation of the school policies such as code of conduct and school action plans
- Assist the Council in allocating funds raised through SCC programs
- Advise the Council on laws, regulation and Board policies
- Communicate with the Chairperson as required
- Encourages the participation of parents from all groups from the school community
- Promotes cooperation between school and community

**6.0 Elections**

- At the beginning of the school year, information will be distributed to all parents of the school community of the date of the first meeting and election. The election results will be communicated to the school community via newsletter and website.
- Positions left unfilled after the election or positions which become vacant during the school year may be filled through appointment by motion of the current Executive and shall have full and equal membership rights and responsibilities

**7.0 Meetings**

- A minimum of 4 meetings will be held during the school year as set out by the Durham District School Board Policy. Additional meetings may be called at the discretion of the Chairperson. Postponement and cancellation of meetings will also be at the discretion of the Chairperson in consultation with the Principal.
- A schedule of the meetings will be determined by the Chairperson in consultation with the School Administration and announced to the school community
- All meetings will be open to the community and will be announced through school messenger, and our outdoor sign

**Agenda**

- The chairperson in consultation with the Principal will prepare the agenda and the Chairperson will present the agenda at each meeting. SCC members may make a written request to the Chairperson or the Principal to include an item on the agenda, at least one week before the scheduled meeting.

**Quorum**

- A quorum is required to pass motions made at SCC meetings. Quorum is defined as 50% of the voting membership of the SCC present during the SCC elections at the beginning of the year.

**8.0 Financial Records**

- Financial records must be kept in order and available for inspection by Council members, community members, and school officials. A current report will be presented at each regularly scheduled SCC meeting. All monies generated through fundraising activities must be deposited in the school account through the school office bookkeeping process.